



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-5000

OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Dear Executive Director:

Enclosed you will find information on using the Public Housing Drug Elimination Program (PHDEP) Semi-Annual Performance Reporting System. Once again, PHDEP Grant recipients will use the PHDEP Semi-Annual Performance Reporting System to create and submit their Semi-Annual Performance Report. During the December 31, 2000 submission cycle, 70% of grants were reported on electronically. Our goal is to achieve a 100 % submission rate for the June 30, 2000 reporting cycle.

The PHDEP Semi-Annual Performance Reporting System will be available on July 3, 2000 for grant recipients to begin completing their reports on activities from January 1-June 30, 2000. Housing Authorities with outstanding reports for the June 30,1999 or December 31,1999 reporting cycles will have the opportunity to submit these reports during the June 30, 2000 reporting cycle. For those Housing Authorities with outstanding reports, this letter includes an attachment that indicates the grant number and the corresponding report cycle of the outstanding report(s). Complete PHDEP Semi-Annual Performance Reports, must be submitted via the Internet to HUD Field Offices no later than **July 30, 2000**. If you do not meet this submission date, funding for the PHDEP grant will not be released in LOCCS and you may experience subsequent delays in receiving funding. For more information, please refer to Article IV, paragraph 3 of the **Fiscal Year 2000 PHDEP Grant Agreement**. Area Offices of the Native American Programs(ONAP) are exempt of this requirement. ONAP will provide an alternative method and date for the submission of semi-annual reports, covering the period January 1-June 30, 2000.

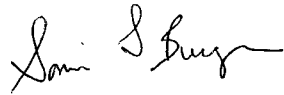
The first step in the PHDEP Semi-Annual Performance Reporting process is accessing the system on the Internet and logging into the system. These procedures are outlined in detail in the User Guide, available on the system's web site. In order to log into the system, you will need a user name, a password, and the system's Internet address. This information is provided to you in this mailing. For more information on this process, please visit the CSCD's web site, <http://www.hud.gov/pih/programs/ph/de/cscd.html>.

As you are aware, the Department issued guidance concerning Annual Resident Surveys in the Federal Register on May 12,1999, at Page 25752, FR-4451-N-03, Notice for Withdrawing and Reissuing the FY 1999 Notice of Funding Availability (NOFA) for the Public Housing Drug Elimination Program (PHDEP). Subsequently, the Department issued a letter eliminating the need for contracting with an independent survey organization to conduct an Annual Resident Survey in targeted development(s) or areas. Additionally, the letter indicated that clarification would be provided, in the form. of a notice, regarding the administration of the survey. Currently, this notice is under review and will be issued shortly.

While reviewing Housing Authority (HA) plans, Field Offices should consider plans complete even if the plans do not provide budgets for contracting with independent survey organizations to conduct Annual Resident Surveys. HUD language in the Federal Register Notice stipulated that HAs should include contracting with an independent survey organization in their plans and budget. This language, however, did not render it as mandatory to include this information in the HA plans and budget.

The PHDEP Reporting system was designed to make performance reporting as easy and direct as possible. We encourage you to begin your submission process immediately. This action avoids system overload. Please contact the Public and Indian Housing (PIH) Hotline at 1-800-366-6827, option 4, if you have technical questions. Please contact the Drug Information and Strategy Clearinghouse (DISC) at 1-800-955-2232 for more information on the content of the PHDEP Semi-Annual Performance Report or for assistance to improve data collection and reporting capacity.

Sincerely,

A handwritten signature in black ink, appearing to read "Sonia L. Burgos", written in a cursive style.

Sonia L. Burgos
Director, CSCD
Enclosures

cc: HUB Office Directors
Program Center Coordinators
Area ONAP Administrators